

State of California	Note: Shading has been used to show where additions or deletions have been made. Strikeouts show text that has been deleted whereas italicized print shows text that has been added.	California Integrated Waste Management Board
CIWMB 303a (New 1/06)		
<div>Lead Agency<sup>1</sup> Form 303a Household Hazardous Waste Collection Information For Fiscal Year ____ / ____</div>		
<div><sup>1</sup> If your jurisdiction or agency was the Lead for collecting HHW, you will report your waste collection and disposal activity on the Lead Agency Form 303a</div>		
Section A. Reporting Requirements:		
<div><b>Purpose of Forms 303a and 303b</b> Each jurisdiction in California is mandated to complete Forms CIWMB 303a or 303b (Form) annually, with the amount of household hazardous waste (HHW) collected and its method of management must be reported on the Form 303a (California Code of Regulations, Title 14, Sections 18751.2). The Forms 303a and 303b specifically fulfills the reporting requirements of the Household Hazardous Waste Element of the California Integrated Waste Management Board's (CIWMB) Countywide Integrated Waste Management Plans. The Forms 303a and 303b was are also regulated to satisfy the Department of Toxic Substances (DTSC) directive (Health and Safety Code Section 25218.10) to collaboratively maintain HHW volume totals with the Board for all HHW collection events, facilities, and programs within the State.</div>		
<div>The completed Form 303a provides the total waste volume amounts collected for all HHW programs (including permanent, temporary, recycle only, mobile, door to door, and any other type of collection program the jurisdiction identifies as part of their HHW collection program) that were sponsored in the previous fiscal year, starting July 1 of the previous year and ending June 30 of the current year. The completed Forms 303a and 303b must be sent to the DTSC on or before October 1 of each year.</div>		
<div><b>Who must fill out the Forms ?</b> Each jurisdiction must fill out a Form 303a or 303b . If your agency did not have a HHW collection program during the previous fiscal year, or you are not the lead for the collection program, you need only complete Section G of Form 303. If your jurisdiction or agency was the Lead for collecting HHW, you will report your waste collection and disposal activity on the Lead Agency Form 303a. If your jurisdiction or agency did not have a HHW collection program during the previous fiscal year, or you were not the Lead for the collection program, you will complete the Non-Lead Agency Form 303b to satisfy the regulatory requirements. You may download the complete Lead Agency or Non-Lead Agency forms at <a href="http://www.ciwmb.ca.gov/hhw/Reporting/default.htm">http://www.ciwmb.ca.gov/hhw/Reporting/default.htm</a> or contact DTSC at (916) 323-9618 to have one sent to you.</div>		
<div>If your jurisdiction was the lead for collecting HHW, you will report your waste collection and disposal activity in Sections B through F of this form.</div>		

Where do I send my completed Form?

~~This form shall be completed and~~ *Completed forms shall be* submitted electronically to the ~~Department of Toxic Substances Control~~ *DTSC* as an email attachment to **form303@dtsc.ca.gov**. You must first save the completed spreadsheet on your own computer ~~hard drive~~ under a new name. Use a name that will uniquely and clearly identify your *jurisdiction or agency* such as form303sacramento.xls, for example. Then, send the newly named completed spreadsheet as an E-mail attachment to the address above.

Upon request to the CIWMB, you may be exempted from filing electronically, and instead print out the completed spreadsheet and mail it to:

Department of Toxic Substances Control (DTSC)  
Household Hazardous Waste (HHW) Unit - Form 303  
P.O. Box 806  
Sacramento, CA 95814-0806

Section B. Jurisdiction:

Please do not include your contractor's name.

Name of Public Agency Reporting:

~~Program Service Area (geographic area of program):~~ *Non-Lead Participants Represented by Reporting Jurisdiction/Agency (i.e, individual city(ies), county(ies), other agency(ies)):*

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

11)

12)

Mailing Address:

City:

Zip code:

County:

HHW Program Manager:

Phone Number:

Fax Number:

Email Address:

Contractor's Name (if applicable):

Name of Permanent Facility within Program Service Area (if applicable):				EPA ID#:	
Site Contact Name/Title:				Phone Number:	
Facility Address:				Email Address:	
City:		Zip Code:		County:	
Name of Permanent Facility within Program Service Area (if applicable):				EPA ID#:	
Site Contact Name/Title:				Phone Number:	
Facility Address:				Email Address:	
City:		Zip Code:		County:	
Name of Permanent Facility within Program Service Area (if applicable):				EPA ID#:	
Site Contact Name/Title:				Phone Number:	
Facility Address:				Email Address:	
City:		Zip Code:		County:	
For additional permanent facilities within the program service area, please attach a separate page.					
Section C. Program Types:					
The program types include Permanent, Temporary (periodic), Mobile, Recycle-only program, Door-to-Door (residential), Curbside (other than oil,) Load Check and/or Other (identify type of program). Remember - Certified Oil Centers and Curbside Oil collection programs are exempt and, whose oil is reported as part of a jurisdiction's Used Oil Block grant, should not be included in Form 303 reporting.					

**Section D. EPA ID Numbers:**

Please list all EPA ID Numbers for each program type used last year (add additional rows if necessary).

Program Type	EPA ID Number	Program Type	EPA ID Number

**Section E. Participation:**

Number of Households that participated in collection program:	
Number of Households in service area:	

Form 303 - Section F. Waste Volumes:

Instructions:--  
Example:

~~Complete this section only if your agency is the lead for the HHW program.~~ In the example sheet below, for the period July 1, 2004 to June 30, 2005 under the heading "Amount collected" the City has entered the number of pounds of material in the waste stream "Flammable liquids / solids" collected within the City into the cell corresponding to the program type used to collect the material. In this example case, 40 pounds was collected at a permanent facility, 50 pounds at a temporary event site, and 20 pounds were collected during load checks. The spreadsheet will calculate the total amounts for you. On the right side of the spreadsheet, under "Pounds Disposed / Diverted", the City has entered the estimated number of the total pounds of collected material in the cell corresponding to the management method used to dispose or divert the material. In this case, 66 pounds of the total collected material was sent to destructive incineration and 44 pounds was incinerated as fuel. The spreadsheet will calculate the total pounds for you. Please check to be sure that *the "total weight collected" is the same as "total pounds disposed/diverted."* ~~all amounts (pounds) listed by you add up to the total number of pounds collected.~~

Material Type		Pounds Collected by Program Type											Pounds Disposed / Diverted by Management Method					
EXAMPLE		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name) _____	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted
1. Flammable and Poison	Flammable solids / liquids	40	50				20		110	66	44							110

**Form 303 - Section F. Waste Volumes:**

**Instructions:**

~~Complete this section only if your agency is the Lead for the HHW program.~~ Enter the number of pounds of material in the waste stream collected within the area into the cell corresponding to the program type used to collect the material. The spreadsheet will calculate the total amounts for you. Also enter the estimated number of pounds of the collected material in the cell corresponding to the management method used to dispose or divert the material. Definitions of the "Management Methods" are presented in Title 14, 18751.2.1 (c). The spreadsheet will calculate the total ~~percentage~~ *pounds disposed or diverted* for you. ~~Please check to be sure that all percentages listed by you add up to 100.~~ Note: Quantities reported under "Load Check" *and other collection categories* should not be ~~reported under other categories,~~ *e.g., double counted under* "Permanent Facility."

Material Type		Pounds Collected by Program Type										Pounds Disposed / Diverted by Management Method							
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted	
1. Flammable and Poison	Flammable solids / liquids									0								0	
	Bulked flammable liquids									0								0	
	Oil - base paints									0								0	
	Poisons (excl. aerosols)									0								0	
	Reactive and explosive									0								0	
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2. Acid	Inorganic and organic acid									0								0	
3. Base	Inorganic and organic base									0								0	
4. Oxidizer	Neutral oxidizers, Organic peroxides, Oxidizing acid, and Oxidizing base									0								0	
5. PCB -containing	PCB - containing paint									0								0	

Material Type		Pounds Collected by Program Type										Pounds Disposed / Diverted by Management Method							
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted	
	Other PCB waste (includes ballasts)									0								0	
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6. Reclaimable	Antifreeze									0								0	
	Auto type batteries (motor vehicles)									0								0	
	Latex paint									0								0	
	Motor oil/oil products									0								0	
	Used oil filters (recyclables only)									0								0	
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7. Asbestos	Asbestos									0								0	
8. Universal Waste (UW) *	Mercury containing thermostats / automatic switches / thermometers / and novelties									0								0	
	Mercury containing waste (name) (other)									0								0	
	Lamps									0								0	
	Household batteries									0								0	

Material Type		Pounds Collected by Program Type										Pounds Disposed / Diverted by Management Method							
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted	
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Electronic Waste (UW)	Covered Electronic Devices									0								0	
	Universal Waste Electronic Devices									0								0	
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non - empty Aerosol Containers (UW)	Non - empty aerosol containers (corrosives, flammables, poisons)									0								0	
Other UW	(name) _____									0								0	
	all UW subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
* To be considered Universal Waste, all waste in this category except for batteries, must be managed by recycling. Energy recovery or fuel incineration is not considered recycling. If the waste cannot be managed by recycling, it is not universal waste and must be managed as a hazardous waste. The completed Disposed/Diverted Management Methods section will show whether or not wastes were managed as a universal waste.																			
9. Other HHW	Home - generated sharps									0								0	
	Pharmaceutical Waste									0								0	
	Compressed gas cylinders									0								0	
	Photo waste (silver bearing)									0								0	
	Treated wood									0								0	
	Other (name) _____									0								0	



Material Type		Pounds Collected by Program Type										Pounds Disposed / Diverted by Management Method							
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted	
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10. Grand	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Section G. Non-Lead Agency Information:

Please do not include your contractor's name.

Name of Public Agency Reporting:

Agency Sponsoring Program (Who is the lead for your agency?):

Program Service Area (geographic area of program):

Mailing Address:

City:

Zip code:

-

County:

HHW Program Manager:

Phone Number::

Fax Number:

Email Address: